

COMPENSATION BOARD DOCKET #20/07

January 29, 2020

307-20-07: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BRUNSWICK	SHERIFF	<p>At its meeting on June 26, 2019, the Compensation Board approved an exception to the position reallocation policy for 1 position based upon information provided by the officer correcting mental health transport data and projecting court days based upon the allocation of additional judgeships, effective July 1, 2019. The Board requested that the officer provide a status updated in January, 2020 regarding actual court days' data following the addition of new judgeships, once six months of data is available.</p> <p>January 7, 2020 – Officer submits actual courts days' data reflecting an increase of monthly court days. Prior to July 1, 2019, officer reports an average of 16 court days per month. For July through December, 2019, officer reports an average of 21 court days per month, and based upon growth in dockets; officer further projects continued growth in court days over the remainder of the fiscal year to 22-25 court days per month.</p> <p>Staff recommends continued approval of the exception approved on June 26, 2019 for the remainder of FY20, and recommends additional data to be reported by the sheriff's office in three months for consideration along with CY19 data for FY21 staffing standards review.</p>		\$0.00	<p>The Compensation Board approved a continuation of the one-time exception to the position reallocation policy based upon the information provided by the officer, for the remainder of FY20. The Board further requests that the officer submit an additional three months of court days' data for January through March, 2020 by April 6, 2020 for review during FY21 staffing standards development and budget allocation review.</p>

307-20-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF/ SUPERINTENDENTS	January 22, 2020 - Officers request to transfer Vacancy Savings to Temporary and/or Office Expense budget categories.	\$0.00	Approved per the Compensation Board's FY20 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
087	307	Henrico County	1/14/2020	Vacancy Savings	Temporary	\$76,276.59	\$76,276.59
405	307	Albemarle-Charlottesville RJ	1/21/2020	Vacancy Savings	Temporary	\$28,261.50	\$28,261.50
450	307	Rappahannock Regional Jail	1/22/2020	Vacancy Savings	Temporary	\$271,768.49	\$271,768.49
465	307	Riverside Regional Jail	1/22/2020	Vacancy Savings	Temporary	\$562,768.60	\$562,768.60
475	307	Hampton Roads Regional Jail	1/21/2020	Vacancy Savings	Temporary	\$96,550.45	\$25,000.00
475	307	Hampton Roads Regional Jail	1/21/2020	Vacancy Savings	Office	\$0.00	\$71,550.45
480	307	New River Valley Reg. Jail	1/15/2020	Vacancy Savings	Office	\$442,379.90	\$340,719.14
492	307	Southwest Virginia Reg. Jail	1/4/2020	Vacancy Savings	Temporary	\$87,356.38	\$46,032.76
495	307	Meherrin River Regional Jail	1/21/2020	Vacancy Savings	Office	\$228,481.09	\$228,481.09
496	307	RSW Regional Jail	1/21/2020	Vacancy Savings	Office	\$160,698.44	\$160,698.44
		Totals				\$1,954,541.44	\$1,811,557.02

Blue Ridge Regional Jail	SUPERINTENDENT	<p>January 9, 2020 - Officer requests demotion of the Jail Officer in position 00257, R_C12, budgeted at \$56,650 to position 00357, R_C8, budgeted at \$34,063. The salary requested is greater than a 10% reduction as an exception to Compensation Board Policy.</p> <p>Officer states that the change is at the request of the deputy and is due to a voluntary reduction in duties and not disciplinary.</p>	\$0.00	Approved as an exception to policy, based upon the specific circumstances stated by the officer.
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772-20-07: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMONWEALTH'S ATTORNEYS	Dec-Jan, 2020 - Officers request an exception to the Substitute Prosecutor 60-day reimbursement policy. Expenses for travel for the cases below were received by the Compensation Board after the 60-day reimbursement period.	\$365.98	Approved as an exception to policy, based upon the specific circumstances stated by the officer

FIPS	Office	Locality	Prosecutor	Expenses From - To	Defendant	Total
089	772	Henry County	Robert Lilly, Jr	08/07/19 – 09/25/19	Britany Nicole Mabry	\$227.94
155	772	Pulaski County	Robert Lilly, Jr	08/26/19-10/07/19	Mitchell Lee Powell	\$118.32
810	772	City of Virginia Beach	Zachary Burkholder	05/21/19	Dawn Marie Hawkins	\$19.72
		Total				\$365.98

ACCOMACK COUNTY	COMMONWEALTH'S ATTORNEY	<p>January 15, 2020 - Officer requests to transfer base Temporary Salaries funds in the amount of \$4,244 to fund salary increases to position 00001, AAI currently budgeted at \$42,442 to annual salary of \$46,686 in accordance with Compensation Board policy, effective February 1, 2020.</p> <p>Officer acknowledges that taking action to move base temporary funds to salaries of existing personnel may significantly reduce his options in dealing with any potential future funding reductions without impacting salaries of permanent staff.</p>	\$0.00	The Compensation Board approved a transfer of \$4,244 from base temporary salary funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base temporary funds budget in the current as well as subsequent fiscal years.
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FIPS	Office Code	Locality Name	Request Date	From Category	Current Temporary Base	New Temporary Base	Amount Requested	Pro-Rated for FY20
001	772	Accomack	1/15/20	Temporary	\$22,754	\$18,510	\$4,244	\$1,768.35

772-20-07: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROANOKE CITY	COMMONWEALTH'S ATTORNEYS	January 22, 2020 - Officer requests to transfer Vacancy Savings in the amount of \$6,000 to equipment to fund the following equipment items. The City of Roanoke agrees to fund the difference between the total cost and the stressed cost of the equipment. Officer states he understands that reimbursement for approved funds must be claimed for reimbursement no later than the May payroll and expense reimbursement process.		\$0.00	Approved per the Compensation Board's FY20 Budget Priorities and Policies. This is a one-time transfer, not in the base budget. Equipment purchases must be requested for reimbursement no later than the May, 2020 payroll and expense reimbursement request.

FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
770	Roanoke City	Copier	1	\$6,000.00	\$6,000.00	1	\$4,000.00	\$4,000.00	\$3,534.40

773-20-07: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HIGHLAND COUNTY	CIRCUIT COURT CLERK	January 24, 2020 - Officer request to transfer base temporary funds in the amount of \$809 to fund a salary increase for positon 00003, DCI, currently budgeted at \$28,997 to an annual salary of \$29,806 effective February 1, 2020. Officer states she understands that taking the action to move base temporary funds to salaries of existing personnel may significantly reduce her options in dealing with any potential future funding reductions without impacting salaries of permanent staff.		\$0.00	The Compensation Board approved a transfer of \$809 from base temporary salary funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base temporary funds budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	Current Temporary Base	New Temporary Base	Amount Requested	Pro-Rated for FY20
091	773	Highland County	1/24/20	Temporary	\$809	\$0	\$809	\$337.08

771-20-07: COMMISSIONERS OF THE REVENUE
NONE.

774-20-07: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PITTSYLVANIA	TREASURER	<p>Officer requests to promote the Career Development funded deputy in position 00001, MDIII, currently budgeted at a base salary of \$32,009 and a CDP salary of \$34,986 to position 00005 DIV, with a base salary of \$35,287 and a new CDP salary of \$38,569, effective January 1, 2020, resulting in an added cost for the Career Development Program funding and an increase in the total budget in this office.</p> <p>Officer acknowledges the increase and certifies that she has obtained concurrence from her locality to fund the increase, if approved by the Compensation Board.</p>	<p>\$305 (\$152.50 Pro-rated) (\$76.25 reimbursed)</p>	<p>Approved as requested.</p>

FIPS	Office	Locality	Request Date	From Position	From Class	To Position	To Class	Current Base Salary	Current CDP Salary	New Base Salary	New CDP Salary	Amount Requested	Pro-Rated for FY20	Reimbursable Amount of CDP for FY20
143	774	Pittsylvania County	1/10/2020	00001	MDIII	00005	MDIV	\$32,009	\$34,986	\$35,287	\$38,569	\$305	\$152.50	\$76.25

OTHER MATTERS

NEW BUSINESS:

			REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #19/06.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Staff presents a proposed schedule for remaining FY20 monthly Board meetings, with meetings to be held at 10:00 a.m. on the fourth Thursday of each month (exceptions noted), on the following dates: <ul style="list-style-type: none"> • February 27, 2020 • March 26, 2020 • April 28, 2020 (5th Tuesday) • May 21, 2020 (3rd Thursday) • June 25, 2020 	N/A	Approved changes to remaining FY20 Board Meeting Dates as noted.
3.	FY21 BUDGET PRIORITIES	COMPENSATION BOARD	Staff presents FY21 draft budget priorities.	N/A	Approved.
4.	TECHNOLOGY TRUST FUND COLLECTIONS & BUDGETING	COMPENSATION BOARD	<p>Collections: FY20 collections for July through December totaled \$3,639,281.54, an increase of 15.67% compared to the same period of collections in FY19.</p> <p>Expenditures: FY20 year-to-date Clerk's expenditures through 1/21/2020, totaled 1,700,065.38 or 30.4% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY20 TTF total collections would be approximately \$7.28 million, an increase of 15.89% compared to FY19 collections.</p>	N/A	Noted.

CLOSED MEETING
COMPENSATION BOARD DOCKET #20/07
January 29, 2020

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Tyrone Nelson. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: January 29, 2020
Time: 11:45 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Tyrone Nelson, Chairman (present)
Craig Burns, Ex Officio member (present)
Martha Mavredes, Ex Officio member (present)

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